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CITIZENS' ADVISORY COMMITTEE ON ELECTIONS

ANNUAL REPORT

1981, 1984, 1985, 1989,
1990, 1991, 1992, 1993

Reports for intervening years are not available.

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1981

City and County of San Francisco

CITIZEN'S ADVISORY COMMITTEE
ON ELECTIONS

September 7, 1982

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Hon. Dianne Feinstein, Mayor
Hon. Quentin Kopp, President, Board of Supervisors
Hon. Roger Boas, Chief Administrative Officer
City Hall
San Francisco, CA 94102

Dear Mayor Feinstein, Mr. Kopp and Mr. Boas:

Re: 1981 Annual Report

The ordinance which created this committee requires that the committee render to you an annual report of its activities. This letter will serve as that report for calendar 1981. You were earlier, by mistake, given a preliminary draft, which we have asked that you discard.

It is important in reviewing the activities of the committee during 1981 to bear in mind the broad responsibilities placed upon it by its creating ordinance, as noted to you in our 1980 Annual Report. These are as follows:

1. to assist the Registrar of Voters in improving the quality of services to the public;
2. to monitor the election process and procedures;
3. to assure and investigate compliance with all election laws, including all court decisions; and
4. to increase citizen participation in the election process.

In addition, in March, 1981, by joint resolution of the Mayor, The Board of Supervisors, the Chief Administrative Officer and the Registrar of Voters, the committee was formally appointed as the "Citizens Task Force" called for in paragraph C of the Consent Decree in U.S. v City and County of San Francisco.

In order to discharge these responsibilities, the committee in 1981 operated through four subcommittees, as follows:

1. Local Election System
2. Election Laws
3. Registrar of Voters Office
4. Multi-Lingual Compliance

A detailed statement of the duties and responsibilities of these sub-

committees, and a list of members assigned to each committee, are attached to this report as "Addendum "A" and "Addendum "B", respectively.

Each subcommittee discharged properly and carefully the broad responsibilities of its basic assignments and the specific tasks assigned to it by the committee. Each brought to the full committee, many times in detailed written reports, its conclusions and recommendations. These were considered carefully by the whole committee, which meets the last Wednesday of each month, which in turn made its formal recommendations to the Registrar or other appropriate city departments. The specific recommendations of the committee are noted in the following paragraphs.

1. Local Election System

Many of the matters considered by the committee stemmed from suggestions of Supervisor Nelder following the 1980 election. Several of these involved greater security of ballots during the counting process, and while some of these (and the committee's support thereof) are made obsolete by the recent decisions to more heavily computerize the operations of the Registrar's office, many still remain outstanding:

a) The training and recruitment of precinct workers needed (and still needs) to be substantially improved. Partly at the suggestion and urging of the committee the instruction booklet for these workers was rewritten; the slide show training program developed by an outside contractor was improved (all members of the committee took the course); a test was given all workers at the end of the program, and those not passing were required to do further work before acceptance; old as well as new workers were required to take the course; and the Registrar was given several suggestions as to how he could obtain a greater pool of applicants.

b) As to Supervisor Nelder's suggestions, the committee recommended that metal, tamper-proof transfer cases be obtained, at a cost of approximately $50,000; that a systematic program for removal of decedents from the voting rolls be instituted, using both state and local lists (this is now being done); that all steps possible under state law be taken to purge the rolls of no longer valid registrations (at our and the Budget Analyst's urging, a procedure not used in San Francisco before was instituted, resulting in approximately 90,000 names being removed from the rolls); we did not recommend that police be used to transport ballot boxes without further cost and efficiency study; we did not recommend that physical changes in the Registrar's office be made, as such could only be stop-gap and would not solve any basic problems.

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c) The committee recommended the city charter be amended to allow voting by mail subject to safeguards set by the Board of Supervisors (this was defeated by the voters at our last election).

d) We recommended that microfilming with computerized callup of voter registration cards, at a cost of $50,000, be instituted as soon as possible (while the money for this project was approved by the Board of Supervisors, no action was taken by the Registrar pending a fuller study of greater total computerization of his entire office).

2. Election Laws

We have considered, and taken positions on, a great deal of proposed state election legislation which would affect San Francisco; conversely, we have become aware of several sections of the existing Elections Code which we think are not good for the city. The study of these latter matters is, however, not within our present capabilities to examine in depth. We were also advised in the course of the year that we should not communicate directly with the Legislature concerning pending legislation, but rather should submit our views to the city's State Legislation Committee; consequently we have no knowledge as to what, if anything, has happened to our recommendations. During the year we recommended passage of the following bills:

a) AB97 (strengthening the city's ability to purge its voters rolls);

b) AB350 (permanent absentee ballots for the disabled);

c) AB1088 (payment of postage on voter material; opposed);

d) AB790 (purchase of voter indices);

e) AB416 (challenged ballots procedures);

f) Amendment of Elections Code §1003 to reestablish qualifications for absentee voters.

In addition, the committee considered the compliance of candidates for office in the 1980 election with the Financial Disclosure laws of both the state and the city. We found that several persons had not complied, and have had numerous communications on this matter with the Registrar, District Attorney and City Attorney, extending well into 1982. The results of our investigation, and our suggestions, will be the subject of a separate report in the latter part of 1982.

3. Registrar of Voters office

The committee investigated and made recommendations with respect to the following matters:

a) Absentee ballots: The committee made a detailed study of this problem following the Nelder-Hallinan supervisorial election in 1980. Data was sought and obtained from many persons, including Mr. Hallinan, and this work culminated in many recommendations being made to the Registrar. A copy of these recommendations is attached to this report as "Addendum "C". (We expect most of these recommendations to be adopted by the Registrar).

b) Computer: A superficial glance at the Registrar's office indicates to anyone that a great deal of the work carried out by the office could be done more accurately, more cost effectively and more efficiently through a greater use of computers. Interviews were conducted with both the Registrar and the Director of E.D.P. to pinpoint areas best suited for computer use and to get the program going. The committee strongly recommended that such computerization be put in force as quickly as possible. (A computer system, as well as a microfilm system for Registration cards, is, we understand, being authorized for installation after the November 1982 elections).

4. Multi-Lingual matters

This subcommittee met many times throughout the year to investigate the Registrar's activities in this area. Its activities were severly hampered by lack of staff and assistance within the Registrar's office. The Multi-Lingual subcommittee brought to the full Committee a report supporting the subcommittee's previous unanimous recommendation that the Registrar of Voters be found not in compliance with the Consent Decree, and making various recommendations. The Committee, having heard a lengthy presentation by the Chief Deputy Registrar, adopted a motion rejecting the report's finding that the Registrar was not in compliance. At the same time, the Committee approved and adopted for recommendation to the Registrar, in substantially the same form as suggested by the subcommittee, the following recommendations:

a) The Registrar should take five specific steps to mail the Voter's pamphlet sooner, so as to reach voters 20 days prior to the election:

1. Minimize the time between the deadline for campaign ballot statements and delivery to the printer;

2. Investigate the Automated Ballot Layout system presently in use in Los Angeles;

3. Meet and confer with postal officials;

4. Put forward the deadline for candidate statements (we believe the Board of Supervisors, at our urging, has taken certain action in this area);

5. Take the initiative and meet with all concerned.

b) The Registrar request in his 1982-1983 budget that two full-time, year-round workers be employed to work on voter outreach through the community, with one fluent in Spanish and the other in Chinese.

c) The Registrar continue to keep records by census tract.

d) Poll workers be advised that they may become deputy registrars.

e) In order to have better data on the promulgation of public service announcements, the Registrar request radio/TV logs from the stations to monitor their acceptance of PSA's, write the stations telling them their help is being requested in order to help the city comply with the Federal Consent Decree, and write FCC file letters for particularly cooperative or uncooperative stations.

f) Test present Chinese and Filipino employees for bilingual capabilities as recommended by the City Attorney in 1976 and the Civil Service Commission in 1980.

5. Other matters

In addition to these more formal activities the committee acted in many other areas: it met specially to consider the Budget Analyst's audit of the Registrar's office; its chairman testified several times before committees of the Board of Supervisors in order to express the committee's position with respect to items under consideration; it heard presentations from several people concerning voting matters, including Mr. Patterson, the Registrar of Voters, Mr. Riggs, the Registrar of Alameda County, and a representative of the Secretary of State's office responsible for election matters; discussed reapportionment as it affects the city, how challenged ballots are handled by the Registrar, advertising in voter pamphlets and the possible abuse of the registration process by persons who are only registering people for money.

6. Conclusions and General Thoughts

In general, the committee feels the Registrar's office, and the tasks with which it is charged, is "undervalued" within the city heirarchy. We believe much more attention, support, and demand for excellence must be given to and demanded of this department.

This committee, properly supported by you, can be a major force and catalyst in this process; without that support it cannot be as effective as

all its members want it to be and as it is charged to be both under city ordinance and the federal court decree.

The committee's compelling need for staff resources must be reiterated. Without a permanent staff person the committee cannot fulfill the responsibilities with which it is charged under Article VIII, Chapter 5, Section 5.82, of the Administrative Code and Paragraph C of the 1979 Consent Decree settling litigation against the City under the bilingual voting provisions of the Voting Rights Act.

The committee's responsibilities resulting from both of these documents require it to perform an oversight function concerning the conduct of municipal elections and the Registrar of Voter's office. Consequently there is an inherent conflict in having a member of the Registrar's staff, responsible to the Registrar, serve as the staff of the committee.

Our experience with the assignment of a staff person to the committee by the Registrar, as suggested by the Mayor's letter of April 8, 1981, has not been satisfactory. During the last months that staff person (who basically only typed the Committee's meeting minutes) has changed frequently and the needs of the committee have been given a very low priority by whichever employee was assigned to the committee.

All in all, however, and especially in light of our lack of any staff support, the committee is pleased with its 1981 accomplishments. While all members of the committee feel some frustration at the lack of authority of the committee (i.e., the purely advisory nature of our duties), as well as the fact that the wheels of city government "grind exceedingly slow" in terms of making changes and getting things done, we have all enjoyed serving on the committee and giving such input as we could. As chairman, I would like to thank each member of the committee and commend each of them to you for the time, effort and energy they have put into the work of the committee.

If you have any questions or comments about our work, please do not hesitate to contact us.

Sincerely, and for the whole committee,

Robert S. Beach
Chairman

RSB:msr

cc: All committee members
United States Attorney Russoniello
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ADDENDUM "A"

CITIZENS' ADVISORY COMMITTEE ON ELECTIONS

STANDING SUB-COMMITTEES AND DUTIES

1. Local Election System

   A. Procedures

      1. Monitoring election process
      2. Observing and ascertaining problem areas
      3. Evaluating effectiveness of election system
      4. Observation and evaluation of recruitment and training programs for election officials

   B. Equipment and voting materials

   C. Ballot preparation (title, cost, description)

2. Election Laws (Federal, State and Local)

   A. Study and evaluate all present and proposed laws concerning elections and voting.
   B. Observation and evaluation:

      1. Election law compliance
      2. Outreach program
      3. Voter registration
      4. Safeguards against frauds, etc.

   C. Compliance with campaign finance disclosure reporting

3. Registrar of Voters Office

   A. Internal organization and procedures

   B. Budget review

   C. Public Relations

      1. Voter education
      2. Increased voter participation
      3. Image building

(cont'd. on next page)

CITIZENS' ADVISORY COMMITTEE ON ELECTIONS

STANDING SUB-COMMITTEES AND DUTIES

4. Multi-Lingual Compliance

A. Meet with the Registrar of Voters to determine the manner and extent of his compliance with the obligations imposed upon him and the City pursuant to the Consent Decree issued in connection with the United States of America V. City and County of San Francisco, Civil number c-78-2521-CFP.

B. Meet with interested citizens and representatives of language minority communities to obtain their input as to the manner and extent of compliance by the Registrar with the obligations imposed upon him and the City pursuant to said Consent Decree, and to solicit their suggestions as to how the activities of the Registrar in this area might be improved.

C. Make comparative evaluations with procedures used by other jurisdicitions in which the Voting Rights Act of 1965, as amended by Public Law 94-73, is applicable.

D. Make recommendations to the Registrar regarding various aspects of outreach and bilingual assistance and other matters pertaining to the Consent Decree, so long as such recommendations do not involve policy decisions; only those decisions which the Sub-Committee agrees by unanimous vote with a quorum present are not policy decisions shall be the subject of direct recommendation to the Registrar by the Sub-Committee without prior referral to the full Committee.

E. Make regular reports to the Committee of recommendations made to the Registrar by the Sub-Committee, and any other matters relevant to the function of the Sub-Committee.

ADDENDUM "B"

CITIZENS' ADVISORY COMMITTEE ON ELECTIONS

SUB-COMMITTEE ASSIGNMENTS

A. Local Election System

1. James Foster (Chair)
2. Harry Aleo
3. Ben Ramos
4. Roland Wong
5. Larry Simi

6. Robert Beach (Ex Officio)

B. Election Law Compliance

1. Harry Aleo (Chair)
2. Ben Ramos
3. Larry Simi
4. John Trasvina
5. Irene Zable

6. Robert Beach (Ex Officio)

C. Registrar of Voters

1. Irene Zable (Chair)
2. James Foster
3. Leonel Monterey
4. Patricia Mitchell

5. Robert Beach (Ex Officio)

D. Bi-Lingual Compliance

1. Leonel Monterey (Chair)
2. John Trasvina
3. Ben Ramos
4. Patricia Mitchell
5. Roland Wong

6. Robert Beach (Ex Officio)

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Proposed Recommendations to Improve Absentee Ballot Procedures Submitted by Sub-Committee on Registrar of Voters

1. Establish a uniform procedure which assures that voter signature is checked when absentee ballot is returned.

2. Automate absentee ballot procedures to provide the following:

a. To determine if voter is registered.

b. To prevent dual voting, affidavit should be marked to indicate that absentee ballot has been mailed to voter at the time absentee ballot is requested.

c. To facilitate signature check, affidavit of registration should be microfilmed and microfiche readers made available in Registrar's Office.

d. To prepare print-out of absentee ballot voters for precinct use which includes voter's name and address; precinct number; ballot type; and party affiliation.

e. To record number of absentee ballots assigned to each precinct.

d. To detect and segregate defaced ballots.

3. Registrar should establish a schedule or deadline with E.D.P. Department to assure that a list of absentee ballot voters is provided to precinct officials on election day.

4. Propose CACE request City Attorney's counsel on which of the two differing opinions expressed by Secretary of State and Attorney General with reference to Section #1013 of the Election Code should be followed by CACE.

5. Amend Section 1003 of Election Code to re-establish qualifications for absentee ballot voters to include the following:

a. disabled persons who are not ambulatory.

b. persons hospitalized or unable to go to the polling place because of a medical or health problem.

c. persons who will be out of town on election day.

d. proof or written statement should be required attesting to voter's circumstance or reason for requesting absentee ballot.

6. Registrar should establish training programs regarding absentee ballot procedures:

a. All procedural instructions should be clearly spelled out in writing.

b. Instructions should be provided to permanent and temporary staff, and to election officials.

c. Instructions to staff handling defaced ballots should be consistent and clearly stated in writing.

7. Registrar should establish safeguards and orderly procedures for storing, retrieving, and preparing absentee ballots during election.

8. Supervisory staff in Registrar's Office should be readily accessible to deal with voter's concerns and problems that arise at polling place.

9. A corps of poll watchers should be assigned to observe at polling places and in Registrar's Office on election night. Corps of poll watchers should include supervisory staff from Registrar's Office; interested individuals; political parties; civic and neighborhood organizations; etc.

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CITIZEN'S ADVISORY COMMITTEE

ON ELECTIONS

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1984 ANNUAL REPORT

The activities of the Citizens' Advisory Committee on Elections are dictated by the broad responsibilities placed upon it by the ordinance which created it, codified as Sections 5.81 - 5.85 of the Administrative Code of the City and County of San Francisco. These are as follows:

1. To study and make recommendations about voter registration, elections and the administartion of the office of the Registrar of Voters

2. Investigate compliance with Federal, state and local laws relating to the conduct of elections and campaign reporting and disclosure laws

3. Promote citizen participation in the electoral process

4. Study and report on all election matters referred to the Committee by officers of the City and County

The Committee is empowered to do all things necessary to accomplish the purposes of the ordinance.

In addition, in March, 1981, the Committee was designated as the "Citizens' Task Force" required by paragraph "C" of the Consent Decree in U.S. v. City and County of San Francisco.

In order to acheive these goals and carry out these responsibilities, the Committtee has operated through three sub-committees:

Multi-lingual Outreach and Compliance
Local Elections Operations
Elections Laws

The Committee began the year by electing as officers Lawrence Wilson, Chair; Leonel Monterrey, Vice-Chair; Ray King, Secretary.

During the year, Mr. King resigned to accept the directorship of the Parking Authority, and newly appointed member Dale Carlson assumed the responsibilities of acting Secretary. Founding member Ben Ramos resigned, as did Patricia Mitchell, Ben Hom, John Trasvina and Mary Sutro, the last due to ill health. New members appointed were Roger Cardenas, Martha Gillham, Kevin Malone and Larry Griffin.

This relatively high turn over in members of the Committee contributed to a lack of major substantive acheivements during

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the 1984 year. At some meetings, a quorum could not be reached. However, the Committee did study several issues and areas of concern and made recommendations to the Registrar or other appropriate public officials regarding them.

There were two regularly scheduled elections, in June and November. With respect to both, Paul Chung, the Registrar's outreach coordinator, reported on his efforts to ensure that minority language voters had access to registration and election materials. At each election there were sufficient bilingual poll workers, correctly placed, to satisfy the needs.

While the Registrar's office has continued to make progress in handling an increasing number of absentee ballots and processing and tabulating votes on election day, due in part to increased experience with the computer system, two significant problems occured during the June election.

The number of inspectors and judges was insufficient and in twenty precincts, the wrong ballot type was delivered.

The Committee reviewed the steps the Registrar had taken to ensure that the ballot mistake did not occur again and took steps to encourage businesses to loan employees to the polls on election day.

A significant amount of time was spent exploring the possibility of establishing a voter registration phone number which would allow local residents to receive postcard registration information by phoning a number. This was to be based upon a New York City model. Upon exploration of the idea, it was learned that the Secretary of State was planning to implement such a phone line on a state-wide basis.

In meetings with representatives of the Secretary of State, several suggestions for improving the availability of the service to Spanish-speaking voters were made and were adopted by the Secretary of State.

Under the leadership of Ray King, the Committe endorsed a series of changes on the City Charter and Administrative Code which would permit the Board of Supervoisors to simplify the ballot handbook by printing less than the full text of proposed charter amendments when that would not mislead or confuse the voters. These proposals have not yet been approved for submission to the voters.

The determination by the Director of the Census that several Counties in California, including San Francisco, no longer needed to have bilingual ballot materials under the terms of

the Voting Rights Act was the cause of some concern, in that the Consent Decree requiring such materials in San Francisco is due to expire in August, 1985.

Despite significant costs associated with preparing and distributing non-English-langauge voting materials, the Committee went on record as supporting the continuation of bilingual services and materials to potential and actual registrants.

Similarly, when it was reported that the Secretary of State was planning to discontinue printing and distributing bilingual voter registration forms, the Committee wrote to March Fong Eu and expressed its concerns stating why it believed them to be valuable and cost effective. Ms. Eu responded that she intended to continue printing and distributing the bilingual forms.

The November election saw a record number of absentee ballot requests, with a very high rate of returned ballots. This raised some concern regarding the potential for fraud in this area, and the Election Law Sub-committee began a series of meetings aimed at ascertaining the scope of the problem, if any, and making recommendations for preventing abuses. Their report is expected in 1985.

Following the November election, the Multi-lingual Outreach and Registration Sub-committee, charged with ensuring compliance with the Federal Court Consent Decree, made several recommendations for improving minority voter participation:

Increase outreach to Hispanic neighborhoods and voters.

Increase awareness of availability of bi-lingual materials in the ethnic communities

Add written and telephonic requests for bi-lingual materials to a permanent mailing list for these materials

Greater outreach for young, first-time voters through the schools

Continue to include the costs of bi-lingual materials and outreach in the Registrar's budget

Continue, past the expiration date of the consent decree, to make reports to the Committee of the results of the Registrar's outreach program

City and County of San Francisco

CITIZEN'S ADVISORY COMMITTEE

ON ELECTIONS

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1985 ANNUAL REPORT

The Committee was established in 1979 to provide an opportunity for citizens interested in the political process to review the conduct of elections and compliance with applicable election law by the City and County of San Francisco, and to make recommendations to City and County officers on election matters. It is required to submit an annual report to the Mayor, Chief Administrative Officer and Board of Supervisors.

Membership

The Committee has eleven members, representing political parties and organizations, neighborhood associations, business groups, labor unions, and other organizations interested in the electoral process, and two ex officio members, the City Attorney and the Registrar of Voters. The Committee was pleased to welcome two new members in 1985, Samson Wong and Lisa Scimens (vice Harry Aleo and Patricia Mitchell).

Legislative Mandate

According to the San Francisco Administrative Code, the Committee has the power and duty to:

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(a) study, and make advisory recommendations to the officers of the City and County on all matters relating to voter registration, elections, and the administration of the office of the Registrar of Voters;

(b) investigate compliance with the requirements of Federal, State and local election and campaign reporting, disclosure laws and other statutes relating to the conduct of elections in San Francisco;

(c) promote citizen participation in the electoral process;

(d) study and report on all election matters referred to it by various officers of the City and County; and

(e) do any and all things necessary or convenient to enable it fully and adequately to exercise the aforesaid powers, to perform the aforesaid duties, and to accomplish the objectives and purposes of this ordinance.

Voter Registration, Elections and the Registrar's Office

In 1985, the Committee reviewed the Registrar's efforts to purge San Francisco voting rolls of invalid registrants. The Registrar mailed post cards to voters who did not participate in the 1984 Presidential election, and removed from the rolls the names of 30,000 persons who had moved out of San Francisco or died.

San Francisco faces a continuing problem in recruiting an adequate number of poll workers. While all precincts are open and staffed on election days, many are understaffed. The Registrar began paying bonuses to poll workers who successfully completed their election day responsibilities, an incentive which should aid recruitment efforts. The Committee recommended several institutions to the Registrar that may provide qualified persons to serve as election officials.

The Subcommittee on the Office of the Registrar studied the training sessions required of poll workers and recommended improvements to the Committee and the Registrar, including:

- Locating a more suitable site for the classes;

- Updating materials used in the training sessions; and

- Encouraging instructors to eliminate unnecessary distractions during their presentations.

The Committee is continually impressed by the efficient and well-organized operation of the Registrar's Office on election nights. The Mayor proclaimed May 6, 1985 "Jay Patterson Day" in San Francisco, in recognition of his outstanding fiscal management record.

Election Law Compliance

Absentee ballots are increasingly popular in San Francisco, more so than in other California counties: In the November 1984 election, absentee ballots accounted for 10% of the ballots cast in Los Angeles, but 16% in San Francisco. For the November 1985 election, the Registrar mailed more than 30,000 absentee ballots to voters, three times more than were sent for the special election in April 1983 when an aggressive effort encouraging absentee ballots was organized. The 1985 election turnout was also low (only 100,000 voters cast ballots in San Francisco), furthering the significance of absentee voting.

There is concern that the increasing use of absentee ballots increases, not only the administrative costs of

conducting elections, but the potential for voter fraud. The Committee evaluated and considered methods of reducing the cost of handling absentee ballots and safeguards against their fraudelent use, including:

- Eliminating, restricting or monitoring the handling of absentee ballots and applications for them by third parties;

- Standardizing absentee ballots and application forms;

- Keeping the list of persons requesting absentee ballots confidential until after each election; and

- Developing tighter restrictions on the availablity of absentee ballots.

The Committee postponed recommending any changes to current practice, pending completion of a review by the California Fair Political Practices Commission (FPPC) of the use of absentee ballots.

The Subcommittee on Election Law Compliance scheduled several hearings on the issue of voter fraud. Little testimony was received and no testimony was received which identified or substantiated any instances of fraud in San Francisco.

Since March, 1981, the Committee has been responsible for monitoring the City and County's compliance with the terms of a Federal consent decree mandating outreach and registration activities in minority communities. The terms of that consent decree expired in August, 1985, and were not renewed by the Court.

Promoting Citizen Participation

The Committee outlined and considered establishing a telephone "hot line" to aid voter registration in San Francisco. It did not proceed with this program, but instead advised the Secretary of State on a statewide program sponsored by her office. Two thousand San Franciscans called a toll-free number requesting voter registration cards. Over 1400 cards were returned. The Committee suggested that separate phone numbers be promoted in Spanish- and Chinese-speaking communities if the Secretary sponsors the program, again. The Registrar has had discussions with his counterparts in other Bay Area counties regarding a regional program should this statewide effort not be repeated.

In 1985, the director of the Census Bureau determined that the number of Spanish- and Chinese-speaking residents had dropped below the levels established in the Voting Rights Act that require the printing of bilingual registration and

voting materials, and the Secretary of State decided that her office would no longer provide such materials to San Francisco.

At the time of the Secretary's decision, the Federal consent decree required the City and County to provide bilingual materials to Spanish- and Chinese-speaking voters. Thus, the effect of the Secretary's policy was to simply shifted the printing cost for these materials from the State to the City and County.

The Registrar agreed to continue providing bilingual materials while efforts to restore State responsibility for their costs were undertaken. The Committee adopted a resolution urging the Secretary to continue making them available through her office, and she subsequently agreed to do so.

The Subcommittee on Multilingual Compliance, Outreach and Registration submitted a report outlining a seven-point program for the Committee aimed at improving voter registration and participation by high school students. As adopted, unanimously, by the Committee, the program calls for:

- Seeking support from the School Board and high school principals for the Committee's program;

- Educating students on the importance of voting;

- Registering students in their classrooms;

- Arranging guest speakers for civics classes;

- Sponsoring a voter registration poster contest;

- Organizing student voter registration committees; and

- Arranging for voter registration booths at student events.

In 1985, the Subcommittee began work on the voter registration poster contest.

The Committee met with a representative of the Human SERVE Campaign, a non-profit organization promoting voter registration in government agencies that have extensive contact with the public. The Committee agreed to sponsor efforts to establish voter registration as a regular service provided by agencies of the City and County.

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CITIZEN'S ADVISORY COMMITTEE ON ELECTIONS

ANNUAL REPORT FOR CALENDAR YEAR 1989

This report addresses the duties of the Committee pursuant to Administrative Code # 5.82 and the Activities for 1989 per the Code.

ADMINISTRATIVE CODE # 5.82

A) Study and make advisory recommendations to the Officers of the City and County of San Francisco on all matters relating to voter registration, elections, and the administration of the Office of the Registrar of Voters.

ACTIVITIES IN 1989

The Committee was reconstituted in March 1, 1989. At that time the Acting Registrar, now present Registrar, was rebuilding and restructuring the administration of that office. The Committee assisted Registrar Germaine Wong by reviewing her administrative set up as far as the delegation of duties to the Five Division Managers. (See enclosed chart.)

The Committee set up four Sub-Committees to parallel the duties of the Five Division Managers. The Sub-Committees met and drafted reports and recommendations for the Division Managers. (See enclosed reports.)

COMMENT:

> The Division Manager positions were not immediately filled due to the delays funding the positions. All budgets and requests for appropriations had to go through the Mayor's Office and the Board of Supervisors.

The Committee was also a resource to the Registrar during the budget process and offered to send its members to testify in public hearings if needed.

ADMINISTRATIVE CODE # 5.82

B) Investigate compliance with the requirements of federal, state, and local election campaign reporting, disclosure laws, and other statutes relating to the conduct of elections in San Francisco.

ACTIVITIES IN 1989

COMPLIANCE WITH REPORTING LAWS

The Committee had discussions with Greg Hobson, Division Manager for Voter and Campaign Services. It appears that candidates in 1989 have complied with filing and reporting requirements.

However, it appears that "Grass Roots", a political group active in San Francisco elections, has not filed the required income and expense declarations for 1989.

A full report encompassing all groups will be issued from the Registrar's Office in July, 1990.

VOTER INFORMATION PAMPHLET

The Committee reviewed the first drafts of the Voter Information pamphlet for the November 1989 election. The Committee provided its input prior to the printing of the pamphlet.

ELECTION DAY ACTIVITIES

On election day committee members served as deputy election officers on roving patrol. Each committee member on patrol supervised the conduct of elections at 20 separate precinct sites. Each rover made sure that each precinct opened on time. Due to logistical problems, committee members brought ballot boxes to several precincts to ensure that the polls opened on time. During the course of the day, roving committee members would shift poll workers between precincts when there were staff shortages. Committee members reported problems to the Central Operations Center at City Hall. The committee members brought in the executed time slips of the poll workers from the various precincts. In addition, several committee members had to wind down and close several polling sites at the close of business. Finally, several committee members had to bring in the ballot boxes to City Hall for tabulation.

Other committee members worked on election night to open the ballot boxes and to process the materials for computer counting.

Each committee member who worked on election day drafted a report of his/her observations and comments of the election process. Each member submitted recommendations for the improvement of the process. (A summary of those reports is attached.)

GRAND JURY REPORT

When the 1989 Civil Grand Jury issues its report on the Registrar's Office, specifically on the problems with the Titles of Official vs. Paid Arguments appearing in the Voter Information pamphlet, the Committee studied the report and drafted a letter expressing its views on the issue.

The Committee offered to be a liaison between the Civil Grand Jury and the Registrar's Office.

ADMINISTRATIVE CODE # 5.82

C) Promote citizen participation in the electoral process. The Chairman, Ernie Llorente, and Committee Member Molly Wood attended a mass swearing ceremony at Civic Auditorium of 700 plus newly-naturalized Filipino-Americans on June 8, 1989. The ceremony was a joint effort of several Filipino community and political organizations with the United States Immigration and Naturalization Service and the United States District Court for the Northern District.

Prior to the ceremony, the Registrar's Office provided voter registration material which was distributed during the ceremonies. During the ceremonies, Chairman Llorente spoke of the great need for the participants to be active in the electoral process. Hundreds of people were registered as voters that day.

In addition, further liaison with the presiding judge of the federal court and the district director of the I.N.S. has resulted in the placement of voter registration forms in the citizenship packets received during the naturalization ceremonies.

Efforts to get the full list of naturalized citizens for direct mailing purposes was only partially successful. The I.N.S. provided computer printouts of names but not the addresses and phone numbers.

CITY COLLEGE REGISTRATION EFFORT

Sub-Committee Chairman Samson Wong began liaison with the Community College District in an effort to register new voters among the students.

RECRUITMENT OF POLL WORKERS

Sub-Committee Chairman Richard Sevilla is working with his sub-committee to develop plans to recruit new poll workers for the upcoming elections.

COMMENT:

Based on observations from previous elections, it is clear that most of the current poll workers are senior citizens who are experiencing difficulties over time. A new pool of qualified workers are needed.

ADMINISTRATIVE CODE # 5.82

D) Study and report on all election matters referred to it by various officers of the City and County.

ACTIVITIES IN 1989

The Committee learned of the legislation being drafted by Supervisor Tom Hsieh's Office to amend the Administrative Code to allow changes in the titling of Ballot Arguments. The Committee contacted Supervisor Hsieh's Office and set up a joint meeting with the Committee, the Registrar, the Legislative Aide of Supervisor Hsieh, Donna Orebic, two grand jury members, and legal advisor, Deputy City Attorney Randy Riddle.

The group brainstormed about the content and the language of the new legislation. After two meetings, a mutually, agreeable draft of the legislation was produced. The Committee will be following the proposed ordinance, as it goes through the legislative process.

ADMINISTRATIVE CODE # 5.82

E) Do any and all things necessary or convenient to enable it fully and adequately to exercise the aforesaid powers, to perform the aforesaid duties, and to accomplish the objectives and purpose of this ordinance.

ACTIVITIES IN 1989

The Committee will continue its Sub-Committee work, particularly in the recruitment of poll workers for future elections.

The Committee will attempt more outreach efforts in 1990.

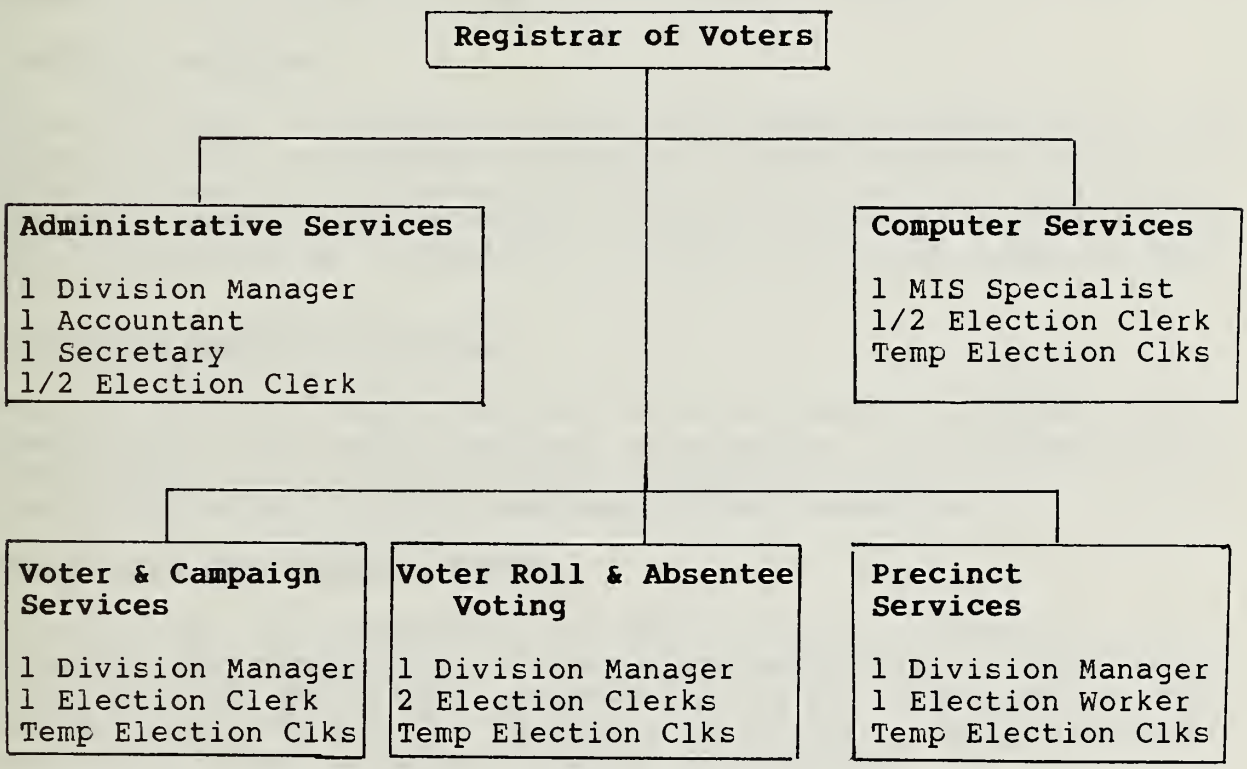
June 1990

Respectfully submitted,

ERNEST H. LLORENTE

REGISTRAR OF VOTERS
City and County of San Francisco
158 City Hall (415) 554-4375
San Francisco, CA 94102

PROPOSED ORGANIZATION CHART



REGISTRAR OF VOTERS
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DIVISION RESPONSIBILITIES

ADMINISTRATIVE SERVICES G.M.

This division is responsible for personnel, budget, purchasing, contract compliance and inventory control; overall planning of each election; ballot, sample ballot and voter information pamphlet preparation, production and distribution.

COMPUTER SERVICES

This division is responsible for the computer operation of the department(e.g. including production of tapes and hard copies of data required by the state elections code and other regulations, requests made by the Secretary of State and other organizations and individuals as requested) and the counting of votes at each election.

VOTER AND CAMPAIGN SERVICES

This division is responsible for voter outreach to increase voter registration and participation; information to candidates and campaigns regarding election procedures and dates, filing requirements, etc.; phone bank and counter operation.

VOTER ROLL AND ABSENTEE VOTING

This division is responsible for maintaining the voter roll (e.g. entering new registrations, changes in registration, deletion of those who have moved away, passed away, purged in accordance with state elections code); checking signatures on petitions; processing absentee ballot requests and returns.

PRECINCT SERVICES G.M.

This division is responsible for determining precinct lines; consolidation of precincts as appropriate for each election; location of polling places; recruitment, hiring, training and assignment of poll workers; storage and distribution of election furniture, equipment and supplies to polling places.

REGISTRAR OF VOTERS
City and County of San Francisco
158 City Hall, San Francisco, CA 94102
(415) 554-4375

Citizens Advisory Committee on Elections

CHAIRMAN
Ernest H. Llorente

VICE-CHAIRMAN
Richard Sevilla

SECRETARY
Martha Gilham

MEMBERS
David Binder
Roger Cardenas
Joseph Chung
Leonel Urbarte Monterey
Samson Wong
Molly Wood
Richmond Young
Hon Zia

June 7, 1989

REPORT FROM THE ADMINISTRATIVE SUBCOMMITTEE

In an effort to improve the Electoral Process the Subcommittee recommends the following:

Take a marketing approach in selling the Electoral Process to the voters of San Francisco.

Increase voter awareness by explaining the importance of voter participation. Make the voting process relevent to the voter.

a. Speaker's Bureau
b. TV spots on Community affairs slots in the local media.
c. Developing brochures or flyers.
d. Obtaining funding from corporations to fund the marketing in return their names on the printed materials as donors.

Simplify the Ballots and prepare materials how elections will be improved on election days.

Check on the precincts or particular polling areas to find out which ones had higher than average voting. Build on the success of those individual sectors and try to use the same strategies for the rest of the City.

Improve personnel training. Teach marketing strategies for volunteers who do voter registration.

Improve poll worker training.

Respectfully submitted,

Ernie Llorente
George Mix Jr.

CITIZENS ADVISORY COMMITTEE ON ELECTIONS
SUBCOMMITTEE on PRECINCT SERVICES

Notes from May 3, 1989 Meeting

Members Present: David Binder, Richard Sevilla, Molly Wood.

POLLING PLACE ISSUES

Goal:

Establish criteria for consolidation, location, and assignment of polling places.

Information Necessary:

1) List of polling places
   - public or private
2) Complaints or problems by polling place
3) Tenure of polling place
4) Lighting/environment of polling place
5) Handicap accessibility
6) Registered voters assigned to precinct
7) Greatest distance from voter's home to polling place
8) Current list of standards for polling place

POLL WORKER ISSUES

Goal:

To improve the quality and reliability of poll workers.

Possible Actions:

1) Ask employers to allow some employees to be poll workers on election day.
2) Outreach to neighborhood newspapers.
3) Outreach to educational institutions, including community colleges and high schools.
4) Random interviews of current inspectors and judges to get their comments on problems and necessary improvements in procedures.
5) An event for poll workers.
6) Sandwiches for poll workers.
7) Poster contest.
8) Use Free Press/PSAs to recruit new workers (and make hiring competitive).

Other Issues

1) What is current training procedure?
2) How do we identify and eliminate incompetent workers?

S.F. CITIZEN'S ADVISORY COMMITTEE ON ELECTIONS
VOTER AND CAMPAIGN SERVICES SUBCOMMITTEE
REPORT, WEDNESDAY, JUNE 28, 1989

Members. Martha Gillham, Samson Wong (Chair), and Richmond Young

The committee convened on Wednesday, June 28, 1989, at 5 p.m to discuss the following items

I. Voter Registration at Naturalization Ceremonies

At the June 8 CACE meeting, the chair announced that he would contact an Immigration Naturalization Service representative to discuss voter registration at naturalization ceremonies.

Currently, naturalized citizens receive a copy of the pledge of allegiance, a letter from the U.S. President, naturalization certificate, and a voter registration form. The ceremony presents an opportunity to register the new citizens and family members who are also citizens. Currently, Congressional members receive lists of naturalized citizens. However, it is difficult to register persons at the site because new citizens and their families immediately depart the courtroom.

The subcommittee recommends that the Committee investigate:

1. Reschedule mass naturalization ceremonies to prior to the last day to register for each election;

2. Make available naturalization lists to the Registrar of Voters and civic groups interested in promoting voter registration, education, and turnout of these new citizens; and

3. Permit civic group access to ceremonial courtroom to register new citizens.

II. Registration of Homeowners, Renters, and Residential Hotel Residents

Previously, the subcommittee recommended contacting the Real Estate Board and Apartment House Association to provide new residents with voter registration forms.

Because of CACE public visibility, the Committee should send letters of introduction to the respective organizations to acquaint them with the committee and the services of the Registrar.

The subcommittee recommended that the Registrar's Office secure mailing labels of new homeowners from the City Hall agency that documents new homeowners (eg. Assessor, Recorder, etc.) and send voter registration forms to them.

Richmond Young indicated he would talk to the Coalition for Affordable Housing ALLIANCE on the best approach to registration at apartments and residential hotels.

III. Registration in Unified School and Community College Districts

Both the SFUSD and SFCCD governing boards have endorsed or will endorse resolutions to promote voter registration and education among their students.

The subcommittee will contact commissioners of both districts to obtain progress reports, monitor their efforts and make appropriate recommendations.

It was suggested that the Registrar permit students interested in community service credit to volunteer on Election Day polling precincts or in other functions of the Office. However drawbacks would be the requirement to be a registered voter and how the Office would administer this.

Members of the subcommittee saw CACE as a "clearinghouse" for civic groups to obtain resources as a speakers bureau. A San Francisco civic groups listing compiled by Tony Kilroy should be used for "clearinghouse" purposes. It was also suggested that CACE talk to student groups and student governments at SFCCD and SFUSD, as well as USF, SFSU, and other institutions

IV. Committee Profile

To increase the profile of the Committee, the subcommittee recommends the listing of committee members in the voter handbook and other literature. (Chairman's note: the Ballot Simplification Committee should be included where appropriate.) This would provide the public with an avenue for feedback.

Respectfully submitted,

Samson Wong
Subcommittee Chair

SUMMARY OF COMMITTEE MEMBERS OBSERVATIONS AND RECOMMENDATIONS REGARDING THEIR PATROL WORK ON ELECTION DAY, NOVEMBER 7, 1989

OBSERVATIONS

1) The assignment of precincts for rovers to cover were too many, given the terrain and geographic lay out of the precincts.

2) Communications through the use of a beeper was a problem, since a phone was not readily available.

3) With the exception of a few precincts, most of the poll workers were outstanding. It should be noted that many inspectors and election judges were in their late fifties or sixties.

4) In several instances, there was a logistical problem with ballot boxes being delivered to polling sites and being returned to City Hall at the close of election day. The rovers had to open and close some polls and deliver the ballot boxes to City Hall.

RECOMMENDATIONS

1) Rovers should get first choice of the areas they wish to cover.

2) The number of precincts assigned to a rover should be reasonable, taking into account the locations of the precincts.

3) Rovers should have access to phones so that there could be ongoing communications with City Hall while in the field.

4) Mandatory training and brush-ups for all elections inspectors and judges.

5) A vigorous recruitment effort to get new and younger poll workers. An effort to convince private industry to help on election day could yield dividends in the future.

6) Develop a better system to pick up ballot boxes.

REGISTRAR OF VOTERS
City and County of San Francisco
158 City Hall, San Francisco, CA 94102
(415) 554-4375

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Citizens Advisory Committee on Elections

CHAIRMAN
Ernest H. Llorente
Public Defender's Office
555 Seventh Street
San Francisco, CA 94103

VICE-CHAIRMAN
Richard Sevilla

SECRETARY
Martha Gillham

MEMBERS
David Binder
Roger Cardenas
Brian Mavrogeorge
George Mix, Jr.
Samson Wong
Molly Wood
Richmond Young

May 22, 1991

Memorandum

TO:

Mayor Art Agnos
City Attorney Louise Renne
CAO Rudolf Nothenburg
Registrar of Voters, Germaine Wong
Board of Supervisors
Documents Section, Main Library

FROM:
Citizens Advisory Committee on Elections (CACE)

RE:
Annual Report for 1990

Pursuant to Section 5.83 of the City Administrative Code, the CACE respectfully submits its Annual Report of its activities during the 1990 calendar year, for your review.

If you have any questions or comments, please call me at 553-9299.

Ernest H. Llorente

cc: CACE

CITIZEN'S ADVISORY COMMITTEE ON ELECTIONS
ANNUAL REPORT FOR CALENDAR YEAR 1990

This report addresses the duties of the Committee pursuant to Administrative Code No. 5.83 and the Activities for 1990 per the Code.

ADMINISTRATIVE CODE #5.83

A) Study and make advisory recommendations to the Officers of the City and County of San Francisco on all matters relating to voter registration, elections, and the administration of the Office of the Registrar of Voters.

ACTIVITIES IN 1990

The CACE followed up on its work, with Supervisor Hsieh's office, to amend the Administrative Code to allow changes in the titling of Ballot Arguments.

Members of CACE appeared before the Board of Supervisors in the Rules Committee Hearings and testified in favor of the legislation. The lobbying efforts continued before the full board. The efforts were successful and the legislation was enacted.

The CACE supported a board resolution submitted by Supervisor Hsieh, which in turn supported the efforts of State Senator Quentin Kopp to amend earlier legislation which raised the number of signatures necessary to qualify an initiative for a vote in an election: Senator Kopp took action to return the number of signatures to its earlier requirement. The CACE then directly supported the legislation sponsored by Senator Kopp as S.B. 27.

ADMINISTRATIVE CODE 35.82

B) Investigate compliance with the requirements of federal, state, and local election campaign reporting, disclosure laws, and other statutes relating to the conduct of elections in San Francisco.

ACTIVITIES IN 1990

The CACE at its monthly meetings, regularly received reports from the Registrar of Voters on the operation of the office and the issues which affect this office.

The CACE assisted in developing procedures which resulted in the locking of original candidates applications, petitions and or initiatives in a locked vault, as required by state law.

Since San Francisco is the repository for election materials of other countries, under FPPC rules, CACE "discussed" whether or not the Registrar's Office could be reimbursed by the State for the activity. Due to the current budget crisis, efforts to seek state reimbursement was not initiated.

CACE members attended the Brown Bag Lunches sponsored by the Registrar's Office, in which training sessions were given to candidates and interest groups. In order to brief them on the procedures which govern the conduct of filing and campaigning.

CACE members acted as Roving Deputy Election Officials, over seeing the conduct of the primary and general elections, at the precinct level and the counting of ballots on election evening.

The CACE raised the issue of insufficient quantities of ballots on election day. We discussed the issue with the registrar after the election. The Registrar reported what changes in procedures she would make to ensure that such a problem would not reocurr in future elections.

The CACE discussed the problem of an elector inspector who turned away voters, when the ballots ran out. The Registrar reported that procedures were developed to remedy this isolated incident.

ADMINISTRATIVE CODE #5.82

C) Promote citizen participation in the electoral process.

ACTIVITY IN 1990

The CACE provided names and addresses of groups and individuals who were interested in working the polls as judges and inspectors on election day.

ADMINISTRATIVE CODE #5.82

D) Study and report on all election matters referred to it by various officers of the City and County.

ACTIVITY IN 1990

The Mayor referred the compliant of School Board Member, Rosario Anaya to the CACE: Ms. Anaya complained that several major sponsors to her candidacy for reelection were intentionally omitted and that other major sponsors as Mayor Art Agnos were listed in a different format. Specifically, Mayor Agnos were listed in the middle of the list of sponsors rather than at the top. In addition, Mayor Agnos was listed as Mayor Arthur C. Agnos.

The CACE conducted a careful inquiry, spending three general meetings and one subcommittee meeting on this issue. The committee's findings were that human error by workers in the Registrar's Office was responsible for the election of Dianne Feinstein's and Rev. Cecil William's names from the list of sponsors. As to the allegations that a worker renumber the sponsor's, the CACE could not determine who was the person or persons responsible for this action. The CACE after full discussions with Mr. Anaya and the Registrar and staff, decided to refer that part of the case to the DA's Office. The DA's Office declined to initiate a full inquiry after reviewing all of the CACE material.

The CACE had responded to the grand jury recommendations regarding the conduct of CACE. Specifically, by providing notice of meeting and orientation and training for its new members in the local and state laws governing the conduct of CACE. The CACE developed procedures to comply with the open meeting procedures of the Brown Act.

ADMINISTRATIVE CODE 5.82

E) Do any and all things necessary or convenient to enable it fully and adequately to exercise the aforesaid powers, to perform the aforesaid duties, and to accomplish the objectives and purpose of this ordinance.

ACTIVITIES IN 1990

The CACE worked to define its relationship with the Registrar's Office, the Mayor's Office and the Board of Supervisors. The result has been CACE input on all election matters or issues which are raised by the Board of Supervisors or the Mayor.

DATED: MAY 22, 1991.

Respectfully submitted,

THE CITIZEN'S ADVISORY COMMITTEE ON ELECTION

BY: _____
ERNEST H. LLORENTE
CHAIRMAN

SF

REGISTRAR OF VOTERS
City and County of San Francisco
158 City Hall, San Francisco, CA 94102
(415) 554-4375

Citizens Advisory Committee on Elections

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Ernest H. Llorente
Public Defender's Office
555 Seventh Street
San Francisco, CA 94103

VICE-CHAIRMAN
Samson Wong

SECRETARY
Martha Gillham

MEMBERS
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Daniel Kalb
Brian Mavrogeorge
George Mix, Jr.
Richard Sevilla
Jim Stevens
Molly Wood
Richmond Young

April 13, 1992

MEMORANDUM

TO: CITY HALL

FROM: ERNEST H. LLORENTE

RE: Annual Report for 1991

///

Pursuant to section 5.83 of the San Francisco Administrative Code, the Citizen's Advisory Committee on Elections, (CACE) cordially submits its annual report for 1991 for your review.

If you have any questions please feel free to contact me. My phone # 553-9299.

Sincerely,

Ernest H. Llorente

CITIZENS ADVISORY COMMITTEE ON ELECTIONS

ANNUAL REPORT FOR CALENDAR YEAR 1991

This report addresses the duties of the Committee pursuant to the Administrative Code # 5.82 and the activities of the Committee pursuant to the Code.

ADMINISTRATIVE CODE # 5.82

A) Study and make advisory recommendations to the Officers of the City and County of San Francisco on all matter relating to voter registration, elections, and the administration of the Office of the Registrar of Voters.

ACTIVITIES IN 1991

The CACE had ongoing discussions with the Registrar of Voters regarding the purchase of new voting booths and the use of new voter punch cards for computer counting which was considerably different from the system presently being used by the City & County.

Members of the CACE viewed the new plastic voting booths and the generic computer voting punch cards. The CACE had concerns about the effect the new system would have on the voting process. The voting cards use did not have a history of use in comparable counties in the state.

As it turned out the plastic booths were used but the punch cards were not used during the last two elections in 1991.

2. The Registrar advised the CACE prior to the November 1991 election of the plan to move polling sites from neighborhood garages and place them within public housing sites. This plan was formulated after public housing advocates met with the Registrar and expressed their concern that the lack of voting sites on the public housing grounds discouraged housing tenants from participating in the voting process.

The CACE expressed deep concern about the plan because of the public safety issue. Voters outside of the public housing sites may be discouraged from voting because of the risk of assault or robbery. The CACE wanted assurances that the sites would have enough police protection and that alternative forms of voting as absentee ballots be made available through communication with all interested parties.

The Chair of CACE spoke before the Police Commission and advised

them of the current plans of the Registrar. The Chair established an ongoing dialogue with the Deputy Chiefs and Captains in the effected districts. As a result, adequate police protection was provided during the November 1991 elections. In addition, voters were notified of the availability of absentee ballots and the use of provisional ballots if the voter wanted to vote in another polling site. Changes were made for the December 1991 run-off election to return the polling sites as it was previous to the November election as well as establishing new sites within the public housing areas.

ADMINISTRATIVE CODE # 5.82

B) Investigate compliance with the requirements of federal, state and local election campaign reporting, disclosure laws, and other statutes relating to the conduct of elections in San Francisco.

ACTIVITIES IN 1991

The CACE received information from the local Republican party organization that individuals retained by certain Republican grass roots organizations may have falsified voter registration cards by listing the signer as requesting designation as a Republican when in fact the person may have stated another party. In addition some people may have falsified the names of potential voters who in fact did not exist. The CACE appreciated the candor of the local party leaders who brought this problem out in the open but also expressed concern of the method of paying people to register people to a particular political party. The process itself encourages this type of conduct. The matter was referred to the District Attorney's Office for further action.

ADMINISTRATIVE CODE # 5.82

C) Promote citizen participation in the electoral process.

ACTIVITIES IN 1991

Lobbied for the appointment of two more commissioners to the CACE to fill openings which have resulted in a lack of a quorum on two occasions.

Encouraged citizens groups who took affirmative measures to register voters.

Encouraged the purging of names from the voters rolls who have long since died or moved away from the area.

Encouraged the improvement of training of poll workers and inspectors.

ADMINISTRATIVE CODE # 5.82

D) Study and report on all election matters referred to it by various officers of the City and County.

ACTIVITIES IN 1991

Following up on activities in 1990, the CACE through the Vice-Chair sent a letter to the District Attorneys office requesting a full report on its own activities and decisions in the Complaint of former school board member Rosario Anaya. As a result the District Attorney formally notified the CACE of the reasons why it decided not to file formal charges against any member of the Registrar's Staff.

ADMINISTRATIVE CODE # 5.82

E) Do any and all things necessary or convenient to enable it fully and adequately to exercise the aforesaid powers, to

perform the aforesaid duties, ;and to accomplish the objective purpose of this ordinance.

ACTIVITIES IN 1991

The CACE has received complaints and concerns from members of the public and has discussed them at formal meetings and has allowed the public to speak on those issues. A written response has been made to all who brought concerns to CACE.

RESPECTFULLY SUBMITTED

DATED: April 13, 1992

CITIZEN'S ADVISORY COMMITTEE ON ELECTIONS

BY: _____
ERNEST H. LLORENTE
CHAIRMAN

REGISTRAR OF VOTERS
City and County of San Francisco
158 City Hall, San Francisco, CA 94102
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Samson Wong
Molly Wood
Richmond Young

December 17, 1991

Mr. Ted Hughes
1740 Broadway Street, Apt # 604
San Francisco, California 94109

RE: Election Procedures

Dear Mr. Hughes,

Thank you for your letter sent on or about November 22, 1991. The contents of your letter was discussed by the Citizens Advisory Committee on Elections at its meeting of December 13, 1991.

In answer to your concerns, the Registrar's Office will be working with the CACE in revamping the training procedures of all poll workers and election officers. The problem of your name remaining on the list even after you requested it to be removed was due to turnover of precinct managers who worked at the Registrar's Office. That problem has been rectified. You should be receiving a letter from the Registrar in the near future explaining this in full detail

If you have further concerns, please feel free to contact me.

Sincerely,

Ernest H. Llorente, Esq
Chairman, CACE

cc. Registrar
CACE

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City and County of San Francisco
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.ichmond Young

December 17, 1991

Mr. Richard S. Witwer
2967 24th Street
San Francisco, CA 94110

RE: Eligible Voters

Dear Mr. Witwer,

Thank you for your letter of November 18, 1991. The contents of your letter was discussed by the Citizen's Advisory Committee on Elections at its meeting of December 13, 1991.

In answer to your question, there are no backround studies done by the Registrar as to those who register to vote. The reason is that all applicants sign their applications under penalty of perjury that the information that they provided were true and correct. If the Information was in fact false then the applicant could be prosecuted criminally. In order for a person to be disqualified from voting and/or be criminally prosecuted for perjury, a citizen or group or agency or any other interested party has to challenge the qualifications of such voter. That could be done on election day at the polls and could be done before or after elections at the Registrar's Office. A person could also make a complaint with the Special Prosecutions Section of the District Attorney's Office.

If you have specific information about any voter or any group of voters, I urge you to bring your information to the Registrar's Office so that they could check out the information. If you have further problems, you can contact me for further assistance.

Very truly,

Ernest H. Llorente, Esq.
Chairman, CACE

cc. Registrar
CACE

2767 47th Street
San Francisco Ca 94110

11-18-91

TO: CHAIRMAN ERNEST LLORENTE
CITIZENS ADVISORY COMMITTEE ON ELECTIONS
REGISTRAR OF VOTERS SAN FRANCISCO, CITY HALL
SAN FRANCISCO, Ca 94102

DEAR SIRS OR MADAMS, AND CHAIRMAN LLORENTE,

HAVING LIVED IN SAN FRANCISCO FOR THE PAST TWENTY FIVE YEARS DURING WHICH TIME I HAVE SEEN THE PHYSICAL AND SOCIAL DISTRUCTION OF ONCE A BUETIFUL CITY AND THE RECONSTRUCTION OF WHAT CITY HALL PRESENTS ME AND OTHER CITIZENS OF OUR CITY TODAY.

I HAVE MANY TIMES WONDERED AND NOW ASK YOU TO REPORT AS TO WHAT TYPE OF BACKGROUND INSPECTION DOES YOUR ORGANIZATION MAKES OF PEOPLE IN THIS CITY WHO REGISTER TO VOTE?

THE REQUIREMENTS ARE TO BE A NATURAL BORNED OR NATURALIZED CITIZEN OF THE UNITED STATES, WHO IS A RESIDENT OF THE CITY AND COUNTY OF SAN FRANCISCO.

HOW MANY OF YOUR REGISTERED VOTERS ARE ACTUALLY QUALIFIED TO VOTE IN ANY ELECTION HELD IN SAN FRANCISCO OR ANYWHERE ELSE IN THE UNITED STATES?

I AM ASKING FOR THIS INFORMATION AS I HAVE STRONG REASON TO BELIEVE, IN FACT I KNOW, THAT: A LARGE NUMBER OF PEOPLE REGISTERED TO VOTE IN THIS CITY ARE NOT QUALIFIED ACCORDING TO LAW TO VOTE AT ALL. THROWING OF BALLANCE THE TRUE WILL OF THE AMERICAN PEOPLE WHEN THEY GO TO THE POLES.

PLEASE INVESTICATE

RICHARD S. WITWER

Richard S. Witwer

OFFICE OF THE REGISTRAR OF VOTERS

CITY AND COUNTY OF SAN FRANCISCO

158 City Hall, San Francisco, CA 94102
(415) 554 - 4375

Germaine Q Wong
Registrar Of Voters

MEMORANDUM

23 October 1991

TO: CITIZENS ADVISORY COMMITTEE ON ELECTIONS

FR: GERMAINE Q WONG
Registrar of Voters

RE: POLLING PLACES AT HOUSING AUTHORITY SITES

As you requested at your last meeting, letters were sent to voters in precincts where new Housing Authority sites are being used as polling places. In addition, the following actions have been taken:

1. Voter escorts will be trained and assigned to the following sites:

   Valencia Gardens Senior Housing
   Potrero Annex
   Potrero Terrace
   Bernal Dwellings
   North Beach
   Hunter's View
   Hunter's Point Annex
   Hayes Valley North
   Hayes Valley South
   Alemany
   Alice Griffith
   Yerba Buena Plaza
   Sunnyvale
   Westside Courts

2. The Police Department has done reconnaissance of the sites. In addition, the Police Department will be provided with a list of all our polling places and the poll workers assigned to each of the corresponding precincts.

3. Signage will be placed in strategic locations at each of the sites so that voters will be able to locate the specific bulding and the specific room.

At other precincts, where long term polling places are no longer being used, signs will be posted to inform voters of the new polling places.

If you have any questions, please call me at 554-6670, or Aurora Pan, Precinct Services Manager, at 554-4397, who will be able to give you more detailed information.

OFFICE OF THE REGISTRAR OF VOTERS

CITY AND COUNTY OF SAN FRANCISCO

158 City Hall, San Francisco, CA 94102
(415) 554 - 4375

Germaine Q Wong
Registrar Of Voters

September 19, 1991

through Rudolf Nothenberg, Chief Administrative Officer

Hon. Doris M. Ward
President, Board of Supervisors
Room 235, City Hall
San Francisco, CA 94102

Dear Supervisor Ward,

On Tuesday, September 3, 1991 the Board of Supervisors passed Resolution 747-91 regarding the location of polling places at Housing Authority sites to maximize the participation of the residents in the voting process. I am pleased to inform you that we are using 24 Housing Authority sites as polling places in the November 5, 1991 election.

We began this process earlier in the summer when David Gilmore, Executive Director of the Housing Authority, called in July regarding assistance for the residents in the election process. This was instigated by workers who are members of Local 790. We met with Del Price, Housing Authority Director of Public Affairs, and Maria Abadesco, Field Representative for Local 790, on August 12, 1991 and agreed on a schedule to work with the housing managers and the tenants organizations. A representative of the Registrar's office also addressed a city-wide group of residents on August 29, 1991 on the election process and on becoming poll workers. Members of her staff also toured public housing sites.

A month later, on September 13, we met with the following people on this same subject:

Ted Wang	SF Lawyers' Committee
Kenneth J. Miller	SF Democratic Party
Barbara Nabors-Glass	George Wiley Democratic Club
Barbara A. Plummer	SF Democratic Party
Lulann McGriff	NAACP
Cleola Richardson	SF Tenants Association
Sharen Hewitt	Coalition for African American Community
Carol Stuart	Senator Milton Marks
Agar Jaicks	SF Democratic Party

After a review of the situation in the precincts of more than 40 Housing Authority sites, we agreed that certain polling places should be changed and that others would remain at the same

locations. Attached is a list of these Housing Authority sites with their corresponding polling places. You will note that 10 sites had already been selected as polling places. After the Board's resolution and the two meetings, 14 polling places were re-located to Housing Authority sites, and the Housing Authority has authorized our use of these sites. The remaining 20 sites remain the same.

If you have any questions, please call me.

Sincerely,

GERMAINE Q WONG
REGISTRAR OF VOTERS

cc: Citizens' Advisory Committee on Elections
David Gilmore
Agar Jaicks
Maria Abadesco

OFFICE OF THE REGISTRAR OF VOTERS

CITY AND COUNTY OF SAN FRANCISCO

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(415) 554 - 4375

Germaine Q Wong
Registrar Of Voters

POLLING PLACES FOR HOUSING AUTHORITY SITES

Sites moved as a result of Resolution #747-91 and two meetings.

(M) re-located polling place (S) precinct split

	Precinct	Housing Site	Polling Place Address	
1	1220	Valencia Gardens	1794 15th Street	M
2	1240/16	Bernal Dwellings	3175 26th Street	M
3	1286 split from precinct 1246	Potrero Terrace	1095 Connecticut Avenue	S
4	1247	Potrero Annex	751 Missouri Street	M
5	1285 split from precinct 1273	Hunters Point (A)	1065 Oakdale Avenue	S
6	1277	Alice Griffith	2 Cameron Way	M
7	1282	Hunters View	125 West Point Road	M
8	1496 split from precinct 1402	Alemany	930 Ellsworth Street	S
9	1414	Holly Court	100 Appleton Avenue	M
10	2759 split from precinct 2758	North Beach	531 Bay Street	S
11	6121	Westside Courts	2501 Sutter Street	M
12	6126	Yerba Buena Plaza	1250 Eddy Street	M
13	6138	Hayes Valley South	314A Haight Street	M
14	6142	Hayes Valley North	745 Hayes Street	M

These Housing Authority sites had already been secured as polling places:

15	1219	Mission Dolores	1855 15th Street
16	1228	320-330 Clementina	320-330 Clementina
17	1305	3850 18th Street	3850 18th Street
18	1494	Sunnydale	1654 Sunnydale Avenue
19	2723	350 Ellis Street	350 Ellis Street
20	2741	990 Pacific Avenue	990 Pacific Avenue
21/2	4203	1760 Bush/1880 Pine	1880 Pine Street
23	4847	J.F. Kennedy Towers	2451 Sacramento Street
24	4868	666 Ellis Street	666 Ellis Street
25	6115	1750 McAllister	1750 McAllister Street

REGISTRAR OF VOTERS
City and County of San Francisco
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Citizens Advisory Committee on Elections

CHAIRMAN
Ernest H. Llorente
Public Defender's Office
555 Seventh Street
San Francisco, CA 94103

VICE-CHAIRMAN
Richard Sevilla

SECRETARY
Martha Gillham

MEMBERS
David Binder
Roger Cardenas
Brian Mavrogeorge
George Mix, Jr.
Samson Wong
olly Wood
Richmond Young

May 10, 1991

The Honorable Arlo Smith
District Attorney
City and County of San Francisco
880 Bryant Street, Room 322
San Francisco, CA 04103

RE: Rosario Anaya Complaint

Dear Mr. Smith:

Members of the Citizens Advisory Committee on Elections (CACE) request your follow up on the concerns as described in a variety of communications between your staff and individual members of CACE regarding the complaint filled by former School Board Member Rosario Anaya. Ms Anaya made allegations that voter materials were tampered with to the detriment of her campaign.

After the CACE examined the complaint, the committee voted to refer the situation to the District Attorney's Office for your review and investigation.

Mr. George Beckwith, of your office, responded to our request on March 11 in a "one paragraph letter" indicating that his office found no evidence of a violation of the law that is prosecutable. He offered no further description of his investigation nor explanation of what may have occurred in this incident.

The CACE met and reviewed Mr. Beckwith's letter on April 10, 1991. The committee voted to send a letter to Mr. Beckwith indicating their displeasure with his inadequate response to the complaint as presented by Ms. Anaya and as reviewed by the

committee. Many of the concerns are included in the San Francisco Independent article written by Susan Herbert on April 16, 1991. In short, the committee felt that the District Attorney's staff preferred not to get involved with this politically sensitive issue and therefore gave no written explanation for their response.

The committee was advised of a telephone conversation between CACE Chairperson, Ernie Llorente and George Beckwith of your office on April 17th. The conversation was followed up with a letter to Mr. Beckwith from Mr. Llorente on April 22nd. The letter, however failed to address the concerns as raised by the committee at our April 10th meeting. Although, perhaps informative, the telephone conversations did not result in the committee receiving a written explanation of the case as desired in the motion made at the CACE meeting. The committee was further advised that Mr. Beckwith has been reassigned to other duties which do not include involvement in this complaint. Therefore, the committee requested that the situation be referred to you for your personal review.

The committee would like to be assured that your office has examined the situation to the best of you ability and advise us of your findings in writing.

Our combined actions will certainly reassure public confidence in the complaint process. I trust you will want to take the opportunity to help us bring closure to this matter.

The Committee awaits your reply and we thank you in advance for your cooperation.

Sincerely,

Richard A. Sevilla
Vice Chairperson, CACE

C: CACE
George Beckwith, Assistant District Attorney
John Carbone, Supervisor Special Prosecutions Unit
Germaine Wong, Registrar
Susan Herbert, San Francisco Independent
Art Agnos, Mayor
Rosario Anaya

Election Panel A..gered by DA's Snub

Another option is a newly ...ghed disposable voting booth. ...ge County is currently using ...n as a cost-cutting measure — ...ng storage expense.

Wong said of 500 voting ...hs in stock, 300 are nearly ...ed repair.

Although many ballot boxes ...also in need of replacement, ...ng said the budget will not ...w additional purchases.

"I assume we'll have fewer ...ng places next year so we'll ...e consolidating," said Wong. To ...omplish this, the Registrar's ...ice will study the voter turnout ...he past few years, check the ...ntage of absentee voters, take ...account the hills and handicap ...es and then "figure out where it ...es sense to consolidate."

"We'll be closing between 50 ... 100 polling places if we can," ...said. There are now just under ... polling places used at election ...n.

...ty for December run-off

Wong announced to the ...mittee that she is already ...ning to ask for supplemental ...ng for a December mayoral ...election.

With 13 candidates already in ...al race, the likelihood of ...idate getting a majority ...is slim. The run-off will ...ly be between the incumbent ...Art Agnos and one of his ...

...ach election costs about ...00 for printing, mailing and ...ary help. Factoring in the ...ment's operational costs and ...ter time brings the price tag ...750,000 to $800,000.

...If there is a run-off election, ...said her department will have ...450,000 ballots addressed, ...and mailed in time to reach the voters before Dec. 10.

"I can't wait until November 5 to plan a December 10 election," she said. "I guess we'll have to print up run-off ballots every way possible."

Voter rolls purged

The Registrar's Office completed its first 1991 purge of the voter rolls with 12,000 names taken off the lists of eligible voters.

The state election laws now allow the use of the U.S. Postal Services' change of address information for its purging process.

Based on this new change-of-address method, the Registrar's voting list was compared by computer with the post office's list of recent change-of-address notices.

The comparison revealed 32,000 names with changes of address. The Registrar then sent post cards to those city residents. If residents had moved from the county, the voter was purged from the rolls. Twelve thousand voters were deleted in this manner.

Sixteen thousand post cards were returned by the post office noting a change of address within the county. The registrar then double-checked by sending a card to the new address. If no card was returned, the voters stayed on the rolls, Wong said.

The remaining 4,000 names were retained on the voter rolls after residents called to verify their San Francisco addresses.

There are currently 390,000 registered voters in the city, down from an all-time high of 436,000 voters in November 1988.

The Citizen's Advisory Committee on Elections is asking for an explanation of why a case of alleged voter ballot book tampering was dropped by the District Attorney without investigation.

Rosario Anaya, an incumbent school board candidate who lost her bid for re-election in November, charged that her election materials were tampered with before they appeared in the voters handbook.

After the committee examined the complaint, questioned Anaya and the Registrar's staff, committee members voted to send the matter to the D. A. for investigation.

George Beckwith, assistant district attorney, stated in a one-paragraph letter dated March 11 that his office found no evidence of a violation of the law that is prosecutable. The files were therefore closed, he stated, and no further action would be taken unless additional evidence was presented.

Told of the committee's action, Beckwith said the DA's office could do no more.

"There is no direct evidence," he said. "People seem to be romanticizing this a bit instead of looking at the facts. We have to be reasonable. It's just not worth putting everyone on a polygraph."

The citizen's panel expressed dismay that their request was handled in an off-hand manner.

> ***'The least the DA could do is write a better letter.'***
>
> *— Martha Gilliam*
>
> *Member, Citizens Advisory Committee on Elections*

"The few complaints that citizens have sent to the DA in recent years have not been dealt with in a fair fashion," said committee member Martha Gillham. "The least the DA could do is to write a better letter."

Beckwith said his brief reply to the committee was the standard reply. "I don't do a full analysis," he said, "because things might change. Right now there either is or is not evidence."

Anaya's complaint was originally sent to the citizen's panel by Mayor Art Agnos after he received an angry letter from the defeated candidate charging that her candidates' list in the handbook had been printed out of order and several key sponsors' names were omitted.

Anaya said she had turned in her sponsor certificates, numbered in pencil, in the order she wished them to appear in the November ballot booklet. The mayor's name led the list.

In the scrambled version that appeared in the booklet, Agnos' name was buried in the middle of the list and high profile names including Dianne Feinstein, Cecil Williams, David Sanchez, Joe O'Donoghue and George Wong were omitted.

Registrar Germaine Wong acknowledged some of the omissions were due to human error.

The committee agreed from the evidence, however, that the penciled numbers had been altered. Concerned that the advisory committee was not empowered to investigate further, the members sent the matter to the D.A.

"The reason I brought the issues to the attention of the mayor and the commission, as I stated to them, I found it inconceivable that electoral documents could be tampered with. It is, after all, the United States who sends committees to monitor and recommend corrections in the electoral process of other countries, especially in Latin America," Anaya wrote in a March 18 letter to Agnos.

"The staff of the Registrar's Office never gave signs of trying to find out what went wrong but instead tried at all times to cover their backs," she said in the letter.

The citizen's committee voted to write to Beckwith and ask the D.A. to give a fuller accounting of its reasons for dropping the case.

"I know it's not high priority but it leaves tension in a community we are trying to serve," said member Richard Sevilla. "It leaves us holding the bag."

"Too bad she wasn't opposed to the ballpark," quipped Brian Mavrogeorge, another committee member, referring to the DA's quick investigation of the Ball Park Five, the three political consultants, a sports promoter and his associate charged after a lengthy and expensive investigation with election wrongdoing.

The city's Criminal Grand Jury misdemeanor indictments of the five were thrown out of court last year and the city's appeal was denied recently.

– Susan Herbert

...ey Opposes Bill to Open City Legal Files

REGISTRAR OF VOTERS
City and County of San Francisco
158 City Hall, San Francisco, CA 94102
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Citizens Advisory Committee on Elections

CHAIRMAN
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Richard Sevilla

SECRETARY
Martha Gillham

MEMBERS
David Binder
Roger Cardenas
Brian Mavrogeorge
George Mix, Jr.
Samson Wong
[illegible]lly Wood
[illegible]mond Young

April 22, 1991

Mr. George C. Beckwith
Assistant District Attorney
Special Prosecutions Unit
732 Brannan Street
San Francisco, CA 94103

RE: Rosario Anaya Complaint

Dear George,

This letter confirms our telephone conversation of April 17, 1991 in which we discussed the opinions of members of the Citizens Advisory Committee on Elections (CACE) as it related to your office's investigation of the above complaint. We briefly covered the points raised by the Independant Newspaper Article of Susan Herbert on 4/16/91 as well.

I appreciate our discussions and would like to meet with you in the new future to complete those informal discussions.

You can call me at 553-9299 or come by the office whenever your schedule permits. Thank you for your cooperation.

Very truly,

Ernest H. Llorente
Chairman, CACE

cc. CACE

DISTRICT ATTORNEY

ARLO SMITH
DISTRICT ATTORNEY

ROBERT M. PODESTA
CHIEF ASSISTANT
DISTRICT ATTORNEY

SAN FRANCISCO

880 BRYANT STREET, SAN FRANCISCO 94103 TEL. (415) 553-1752

May 15, 1991

Mr. Richard A. Sevilla
Vice President
Citizens Advisory Committee on Elections
c/o Registrar of Voters
City Hall, Room 158
San Francisco, CA 94102

Dear Mr. Sevilla:

In order to respond to your recent letter regarding Candidate for Re-Election to the San Francisco School Board Rosario Anaya, I have reviewed the file compiled by my staff in that matter.

Let me first correct any misapprehension of members of your committee that I or any member of my staff "preferred not to get involved in this politically sensitive issue". Your chairman, Mr. Llorente, referred the complaint to our office for investigation of possible criminal conduct. We treat that as a serious allegation without political consideration. Secondly, I have reviewed Mr. Beckwith's letter and find it cordial, serious and to the point. Because we are dealing with the investigation of criminal allegations, we generally do not elaborate in public on our findings. Experience has taught us that new evidence sometimes comes to light to change our opinion whether or not to prosecute in a given case. Many times new evidence enables us to reopen a closed case and solve a heretofore unsolved crime.

Judging from the number of complaints we have received and investigated over the years, I think public confidence exists in the "complaint process" as it applies to voter fraud allegations in San Francisco. The existence of your committee as an independent community based body should go a long way in bolstering that public confidence.

I believe that it is important that I share with you some of the reasons why it was decided not to further use our limited resources on this case at this time. I understand that Mr. Beckwith has discussed these facts with Mr. Llorente, chairperson of your committee, and I will set them forth in the following paragraphs.

The records provided to us by your Committee and facts presented by Mr. Llorente, disclose that the candidate acknowledges that no "list of sponsors" was included in the filing. We were further advised that a stack of individual sponsor certificates was filed at the Registrar's office at the last minute for filing. The intended order was allegedly communicated by writing numbers on the forms in pencil. This could not be corroborated because the employee receiving the forms could not remember whether or not the penciled numbers were on the form. Mr. Beckwith advises me that your inquiry regarding this matter disclosed that the forms were left out on individual desks in the Registrar's office unattended for a number of days. The forms were accessible to anyone in the area including employees, visitors, and any trespassers.

The candidate indicates that she did not take advantage of the review period to review the final listing of supporters to be sent to the printer, thereby removing both possibility of correction and early disclosure of the problem. The result of this is to prevent inquiry from being made close to the time of the event and reconstruction of office activity at the time.

I share your concern for the integrity of the elective process, and have always used the resources of my office to do what I can to insure public confidence. Mishandling of documents submitted to the Registrar should not be tolerated. If caused by poor management, new procedures must be designed and implemented. If caused by criminal conduct, those apprehended must be punished. In the present case no undeveloped investigative leads remain at this time. Furthermore, the available evidence does not disclose an individual suspect. I know of no investigative technique available to identify the alleged forger or provide new evidence to develop.

Thank you for the opportunity to clarify the matter for you. I believe that in view of the above facts, you share the view of Mr. Beckwith and me that the decision to close the investigation at the present time was a correct one. If new evidence is obtained the matter will be reopened at that time.

Please accept my appreciation for the diligent hard work that you and the Citizens Advisory Committee on Election is doing on behalf of the people of our city. I know that you and the other Committee members devote much personal time and have earned the gratitude of the entire community.

Very truly yours,

ARLO SMITH
District Attorney

AS/mc

REGISTRAR OF VOTERS
City and County of San Francisco
158 City Hall, San Francisco, CA 94102
(415) 554-4375

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Citizens Advisory Committee on Elections

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Ernest H. Llorente
Public Defender's Office
555 Seventh Street
San Francisco, CA 94103

VICE-CHAIRMAN
Samson Wong

SECRETARY
Martha Gillham

MEMBERS
David Binder
Daniel Kalb
Brian Mavrogeorge
George Mix, Jr.
Richard Sevilla
Jim Stevens
Molly Wood
Richmond Young

April 13, 1993

MEMORANDUM

TO:

Mayor Frank Jordan
City Attorney Louise Renne
CAO Rudolf Nothenburg
Registrar of Voters, Germaine Wong
Board of Supervisors
Documents Section, Main Library

FROM:

Citizens Advisory Committee on Elections (CACE)

RE:

Annual Report for 1992

Pursuant to Section 5.83 of the City Administrative Code, the CACE respectfully submits its Annual Report of its activities during the 1992 calendar year for your review.

If you have any questions or comments, please call me at 553-9299.

Citizens Advisory Committee on Elections

By:

Ernest H. Llorente, Chairman

cc: CACE

CITIZENS ADVISORY COMMITTEE ON ELECTIONS

ANNUAL REPORT FOR CALENDAR YEAR 1992

This report addresses the duties of the Committee pursuant to the Administrative Code # 5.82 and the activities of the Committee pursuant to the Code.

ADMINISTRATIVE CODE # 5.82

A) Study and make advisory recommendations to the Officers of the City and County of San Francisco on all matter relating to voter registration, elections, and the administration of the Office of the Registrar of Voters.

ACTIVITES IN 1992

The CACE received complaints from concerned citizens about the information contained in the Voter Information Pamphlet about Proposition K. The CACE conducted public hearings on this issue in 1992 and 1993.

The CACE reviewed the various formats of ballots which the Registrar was considering and the CACE made recommendations on which types were the best for the voters to use. The CACE recommended that ballot types with the candidates and propositions be on the same voting device with the computer hole punch and on the same line so voters will not be confused. Also having all candidates running for a certain position be on the same page so the voter would know how many people are running.

The CACE investigated the undercounting of votes in the 1991 Mayoral election.

Based on election day observations, the CACE recommended that campaign material be removed from areas where voters sign in to vote.

ADMINISTRATIVE CODE # 5.82

B) Investigate compliance with the requirements of federal, state and local election campaign reporting, disclosure laws, and other statutes relating to the conduct of elections in San Francisco.

ACTIVITIES IN 1992

The CACE recieved complaints from a voter David Schneider concerning his belief that San Francisco is violating California and Federal Law on Voter secrecy due to the placement of Voting Booths at Polling sites. The CACE conducted public hearings on this

issue and worked with the Registrar of Voters to set up procedures to deal with the supposed problems seen by Mr. Schneider.

The CACE observed the conduct of elections on election day and the counting of ballots on election night for both the June primary and the November general election. The CACE made recommendations on how to improve the process. Among the major recommendations were to improve the lighting in the receiving area for ballot boxes at City Hall. Improve the police presence in front of City Hall to facilitate the entry and exit of cars carrying ballot boxes. Consider satellite pick-up points throughout the city for ballot boxes. Improve the training of poll-workers especially in situations where a precinct runs out of ballots. How to handle that problem. Improve the response of City Hall workers when problems arise at the polling sites. Provide better security for roving election deputies who must work in high crime areas.

ADMINISTRATIVE CODE # 5.82

C) Promote citizen participation in the electoral process.

ACTIVITIES IN 1992

Members of the CACE attended training sessions of Pollworkers and suggested improvements in the training process. Among the major recommendations were to have better ventilation at the training sites and to have smaller classes. The training manual should have a section on how to deal with ballot shortages at a polling site. The precinct maps should have all of the city streets listed in it.

ADMINISTRATIVE CODE # 5.82

D) Study and report on all election matters referred to it by various officers of the City and County.

ACTIVITIES IN 1992

The CACE discussed the issue of Voter Registration Fraud submitted to the Registrar's Office by the local Republican Party. The matter was referred to the District Attorney's Office for investigation and/or prosecution. The CACE followed up the initial referral and invited Assistant District Attorney and the D.A. Investigator assigned to the case to give a report on the case and on what the CACE could do to assist the D.A. in any future investigations on this problem. The meeting with the Assistant District Attorney was productive.

The CACE reviewed legislation which were pending in the state legislature which involved the election process. The CACE made recommendations which were forwarded to the lobbyist who represents the City and County of San Francisco. The CACE supported in principle the Kopp amendment to Brown Act as it relates to public hearings of all boards and agencies.

ADMINISTRATIVE CODE # 5.82

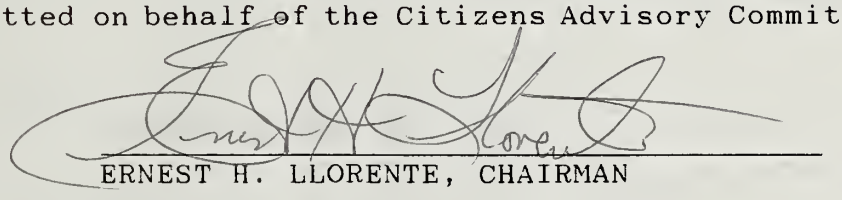
E) Do any and all things necessary or convenient to enable it fully and adequately to exercise the aforesaid powers, to perform the aforesaid duties, and to accomplish the objective purpose of this ordinance.

ACTIVITIES IN 1992

The CACE opposed the efforts of Supervisor Maher to amend the legislation regarding the designation of ballot arguments with the names of supervisors supporting or opposing the placing of the ballot argument by the Board of Supervisors. At public hearings before the Sub-Committee of the Board of Supervisors, CACE members testified in favor of keeping the legislation as originally passed.

Dated: April 9, 1993

Respectfully submitted on behalf of the Citizens Advisory Committee of Elections.



ERNEST H. LLORENTE, CHAIRMAN

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Citizens Advisory Committee on Elections

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Christopher L. Bowman
Daisy Gordon
Daniel Kalb
Brian Mavrogeorge
George Mix, Jr.
Albert J. Reen
Jim Stevens
Samson Wong

March 21, 1994

MEMORANDUM

TO:

MAYOR FRANK JORDAN
CAO RUDOLF NOTHENBURG
REGISTRAR OF VOTERS, GERMAINE WONG
BOARD OF SUPERVISORS
CITY ATTORNEY, LOUISE RENNE
DOCUMENTS SECTION, MAIN LIBRARY

FROM:

CITIZENS ADVISORY COMMITTEE ON ELECTIONS (CACE)

RE:

ANNUAL REPORT FOR 1993

Pursuant to Section 5.83 of the City Administrative Code, the CACE respectfully submits its Annual Report of its activities during the 1993 Calendar Year for your review.

If you have any questions or comments, please call me at 553-9299.

ERNEST H. LLORENTE
Chairman, CACE

CITIZENS ADVISORY COMMITTEE ON ELECTIONS

ANNUAL REPORT FOR CALENDAR YEAR 1993

This report addresses the duties of the Committee pursuant to the Administrative Code # 5.82 and the activities of the Committee pursuant to the Code, during calendar year 1993.

ADMINISTRATIVE CODE # 5.82(A)

A) Study and make advisory recommendations to the Officers of the City and County of San Francisco on all matter relating to voter registration, elections, and the administration of the Office of the Registrar of Voters.

ACTIVITES IN 1993

The CACE received complaints from concerned citizens about the information contained in the Voter Information Pamphlet about Proposition K. The CACE conducted public hearings on this issue in 1992 and 1993. The CACE recommended that the city department affected by an initiative be required to provide to the Ballot Simplication Committee (BSC) and the BSC be required to read and consider the analysis how the initiative would affect that department. These recommendations were incorporated into proposed legislation.

The CACE took the initiative in contacting the District Attorney's Office and obtaining the presence of the Assistant District Attorney and his chief investigator to speak on the issue of complaints submitted to the D.A.'s office regarding voter registration fraud. A full public hearing was conducted on issue. Based on the fact that the staff of the Registrar's Office caught the anomalies of possible fraud before any harm was caused, there was insufficient evidence to prosecute any particular person. However, the Assistant DA pledged his commitment to work with the Registrar and the CACE on any future complaint of election fraud.

The CACE received a complaint from retired Municipal Court Judge Charles Egan Goff concerning voter secrecy with absentee ballots. The Chair after conferring with the Registrar wrote a full letter answering the concerns of Judge Goff and inviting him to witness the actual counting of ballots on election night.

The CACE received the complaint of pollworker, David Grace after the November election. The complaint raised concerns as to whether a large community based organization should exclusive control of ballot boxes. After extensive public hearings on the subject the CACE recommended that the Registrar initiate procedures to ensure that no one organization have exclusive control of the processing of ballots and ballot boxes even when no evidence of impropriety occurred but to preserve the appearance of fairness in the process.

ADMINISTRATIVE CODE # 5.82(B)

B) Investigate compliance with the requirements of federal, state and local election campaign reporting, disclosure laws, and other statutes relating to the conduct of elections in San Francisco.

ACTIVITIES IN 1993

The CACE observed the conduct of elections on election day and the counting of ballots on election night for both the June primary and the November general election. The CACE made recommendations on how to improve the process.

The CACE recommended that the voters be notified of the 2/3's requirement for passage of certain legislation at any given election. The recommendation was forwarded to the Ballot Simplification Committee.

ADMINISTRATIVE CODE # 5.82(C)

C) Promote citizen participation in the electoral process.

ACTIVITIES IN 1993

Members of the CACE attended training sessions of Pollworkers and suggested improvements in the training process.

The CACE received the complaint of former Poll Inspector Landis Whistler about his not being reappointed for work in the current election. The CACE discussed the problem with the Registrar and recommended changes in the training and subsequent grading of Pollworkers. Specifically, the CACE recommended that the grading actually reflect the work done by the pollworker and the system be uniform as to all the pollworker.

The CACE lobbied for the filling of the vacant positions on the CACE with the Mayor's Office and the Board of Supervisors.

ADMINISTRATIVE CODE # 5.82(D)

D) Study and report on all election matters referred to it by various officers of the City and County.

ACTIVITIES IN 1993

The CACE discussed the issue of Voter Registration Fraud submitted to the Registrar's Office by the local Republican Party. The matter was referred to the District Attorney's Office for investigation and/or prosecution. The CACE followed up the initial referral and invited Assistant District Attorney and the D.A. Investigator assigned to the case to give a report on the case and on what the

CACE could do to assist the D.A. in any future investigations on this problem.

ADMINISTRATIVE CODE # 5.82(E)

E) Do any and all things necessary or convenient to enable it fully and adequately to exercise the aforesaid powers, to perform the aforesaid duties, and to accomplish the objective purpose of this ordinance.

ACTIVITIES IN 1993

The CACE lobbied with the Mayor's Office to be included in all major planning meetings which would impact on local elections. The result was the Mayor calling a special meeting of all major committee chairs and commission or board presidents including the Chair of the CACE. The meeting proved fruitful and a new dialogue was established.

Respectfully submitted,

THE CITIZENS ADVISORY COMMITTEE ON ELECTIONS

BY: ERNEST H. LLORENTE, CHAIRMAN